

APPENDIX D

Publication Format Samples

OM 25-1-51
30 Jun 99

USACE Suppl 1 to AR XX-X

CEXX-X

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

USACE Suppl 1
to AR XX-X

Date
(right flush
with pub no.)

Series Title (Initial Cap)
SUPPLEMENT TITLE (ALL CAPS)

AR XX-X, date, is supplemented as following:

Page X, Paragraph X. Add the following.

Cite supplementation.

Follow this process throughout the supplement.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

SIGNATURE BLOCK
(HQUSACE Chief of Staff)

Figure D-1. Sample format of a USACE supplement to an Army regulation

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ER XX-X-1

CEXX-X

Regulation
No. XX-X-1

Date
(right flush
with pub no.)

Series Title (Initial Cap)
REGULATION TITLE (ALL CAPS)

TABLE OF CONTENTS

Paragraph	Page
1. Purpose.....	1
2. Applicability.....	1
3. Distribution Statement.....	1
4. References.....	1
5. Remaining paragraphs to follow.....	

APPENDIX(ES)

Appendix A - Title of appendix.....	A-1
Appendix B - Title of appendix.....	B-1

LIST OF TABLES (if applicable)

Table 1 - Title of table.....	
Table 2 - Title of table.....	

LIST OF FIGURES (if applicable)

Figure 1 - Title of figure.....	
Figure 2 - Title of figure.....	

OM 25-1-51
30 Jun 99

CEXX-X

Regulation
No. XX-X-1

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ER XX-X-1

Date
(right flush
with pub no.)

Series Title (Initial Cap)
REGULATION TITLE (ALL CAPS)

Supplementation Statement

1. Purpose. Cite purpose of regulation.
2. Applicability. Cite organizations which the regulation applies.
3. Distribution Statement. Cite distribution limitation.
4. References. If more than 20, cite one of the following statements: **Required** and related references are at Appendix A@, or **References** are at Appendix A@.
5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination

Remaining paragraphs to follow.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

X Appendix(es)
(See Table of Contents)

SIGNATURE BLOCK
(HQUSACE Chief of Staff)

OM 25-1-51
30 Jun 99

ER XX-X-1
Date

APPENDIX A

Title

A-1

Figure D-2a (continued)

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OM 25-1-51
30 Jun 99

CEXX-X	DEPARTMENT OF THE ARMY U.S. Army Corps of Engineers Washington, DC 20314-1000	ER XX-X-2
Regulation No. XX-X-2		Date (right flush with pub no.)

Series Title (Initial Cap)
REGULATION TITLE (ALL CAPS)

TABLE OF CONTENTS

	<u>Paragraph</u>	<u>Page</u>
Chapter 1. Title		
Purpose	1-1	1-1
Applicability	1-2	1-1
Distribution Statement	1-3	1-1
References	1-4	1-1
Chapter 2. Title		
Applicable paragraph titles	2-1	2-1
Remaining chapters to follow		
Appendix A - Title		A-1
Remaining appendices to follow		
Glossary		Glossary-1

Figure D-2b. Sample format of a **Acomplex@** new regulation without supplementation statement, and with appendix(es) and glossary

CHAPTER 1

Title

- 1-1. Purpose. Cite purpose of regulation.
- 1-2. Applicability. Cite organizations which the regulation applies.
- 1-3. Distribution Statement. Cite distribution limitation.
- 1-4. References. If more than 20, cite one of the following statements: ~~A~~Required and related references are at Appendix A@, or ~~A~~References are at Appendix A@.
- 1-5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination
- 1-6. Next Main Paragraph Title.
- 1-7. Next Main Paragraph Title.
- 1-8. Next Main Paragraph Title.

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30 Jun 99

ER XX-X-2
Date

1-9. Next Main Paragraph Title.

Remaining paragraphs to follow.

1-2

Figure D-2b (continued)

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OM 25-1-51
30 Jun 99

ER XX-X-2
Date

CHAPTER 2

Title

2-1. Main Paragraph Title.

a. Subparagraph title (if applicable)

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

X Appendix(es)
(See Table of Contents)

SIGNATURE BLOCK
(HQUSACE Chief of Staff)

2-1

Figure D-2b (continued)

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OM 25-1-51
30 Jun 99

ER XX-X-2
Date

APPENDIX A

Title

A-1

Figure D-2b (continued)

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OM 25-1-51
30 Jun 99

ER XX-X-2
Date

GLOSSARY

Terms and Abbreviations

Glossary-1

Figure D-2b (continued)

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OM 25-1-51
30 Jun 99

CEXX-X

Regulation
No. XX-X-3

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ER XX-X-3

Date
(right flush
with pub no.)

Series Title (Initial Cap)
REGULATION TITLE (ALL CAPS)

Supplementation Statement

TABLE OF CONTENTS

	<u>Paragraph</u>	<u>Page</u>
Chapter 1. Title		
Purpose	1-1	1-1
Applicability	1-2	1-1
Distribution Statement	1-3	1-1
References	1-4	1-1
Chapter 2. Title		
Applicable paragraph titles	2-1	2-1
Remaining chapters to follow		

Supersession statement

CHAPTER 1

Title

- 1-1. Purpose. Cite purpose of regulation.
- 1-2. Applicability. Cite organizations which the regulation applies.
- 1-3. Distribution Statement. Cite distribution limitation.
- 1-4. References.
 - a. ER XX-X-XXX
 - b. ER XXX-X-X
- 1-5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination
- 1-6. Next Main Paragraph Title.
- 1-7. Next Main Paragraph Title.
- 1-8. Next Main Paragraph Title.

OM 25-1-51
30 Jun 99

ER XX-X-3
Date

1-9. Next Main Paragraph Title.

Remaining paragraphs to follow.

1-2

Figure D-2c (continued)

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OM 25-1-51
30 Jun 99

ER XX-X-3
Date

CHAPTER 2

Title

2-1. Main Paragraph Title.

a. Subparagraph title (if applicable)

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

SIGNATURE BLOCK
(HQUSACE Chief of Staff)

2-1

Figure D-2c (continued)

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OM 25-1-51
30 Jun 99

CEXX-X

Regulation
No. XX-X-4

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ER XX-X-4

Date
(right flush
with pub no.)

Series Title (Initial Cap)
REGULATION TITLE (ALL CAPS)

1. Purpose. Cite purpose of regulation.
2. Applicability. Cite organizations which the regulation applies.
3. Distribution Statement. Cite distribution limitation.
4. References. If more than 20, cite one of the following statements: **¶**Required and related references are at Appendix A@, or **¶**References are at Appendix A@.
5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination

Remaining paragraphs to follow.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

X Appendix(es)
List each appendix(es) and title

SIGNATURE BLOCK
(HQUSACE Chief of Staff)

Figure D-2d. Sample format of a “basic” new regulation without supplementation statement and table of contents, and with appendix(es) listed on signature page

OM 25-1-51
30 Jun 99

ER XX-X-4
Date

APPENDIX A

Title

A-1

Figure D-2d (continued)

D-17

OM 25-1-51
30 Jun 99

CEXX-X

Circular
No. XX-X-1

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

EC XX-X-1

Date
(right flush
with pub no.)

EXPIRATION DATE (ALL CAPS)
Series Title (Initial Cap)
CIRCULAR TITLE (ALL CAPS)

1. Purpose. Cite purpose of circular.
2. Applicability. Cite organizations which the circular applies.
3. Distribution Statement. Cite distribution limitation.
4. References. If more than 20, cite one of the following statements: "Required and related references are at Appendix A", or "References are at Appendix A".
5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination

Remaining paragraphs to follow.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

X Appendix(ces)
List each appendix and title

SIGNATURE BLOCK
(Director/Chief of Separate Office)

Figure D-3a. Sample format of a circular with appendix(es)

OM 25-1-51
30 Jun 99

EC XX-X-1
Date

APPENDIX A

Title

A-1

Figure D-3a (continued)

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OM 25-1-51
30 Jun 99

CEXX-X

Circular
No. XX-X-2

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

EC XX-X-2

Date
(right flush
with pub no.)

EXPIRATION DATE (ALL CAPS)
Series Title (Initial Cap)
CIRCULAR TITLE (ALL CAPS)

1. Purpose. Cite purpose of circular.
2. Applicability. Cite organizations which the circular applies.
3. Distribution Statement. Cite distribution limitation.
4. References.
 - a. ER XX-X-X
 - b. ER XX-X-XX
5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination

Remaining paragraphs to follow.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

SIGNATURE BLOCK
(Director/Chief of Separate Office)

OM 25-1-51
30 Jun 99

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

EP XX-X-1

CEXX-X

Pamphlet
No. XX-X-1

Date
(right flush
with pub no.)

Series Title (Initial Cap)
PAMPHLET TITLE (ALL CAPS)

1. Purpose. Cite purpose of pamphlet.
2. Applicability. Cite organizations which the pamphlet applies.
3. Distribution Statement. Cite distribution limitation.
4. References. If more than 20, cite one of the following statements: **Required** and related references are at Appendix A@, or **References** are at Appendix A@.
5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination

Remaining paragraphs to follow.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

X Appendix(es)
List each appendix and title

SIGNATURE BLOCK
(HQUSACE Chief of Staff)

Figure D-4a. Sample format of a basic new pamphlet without
table of contents and with appendix(es).

OM 25-1-51
30 Jun 99

EP XX-X-1
Date

APPENDIX A

Title

A-1

Figure D-4a (continued)

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OM 25-1-51
30 Jun 99

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

EP XX-X-2

CEXX-X

Pamphlet
No. XX-X-2

Date
(right flush
with pub no.)

Series Title (Initial Cap)
PAMPHLET TITLE (ALL CAPS)

1. Purpose. Cite purpose of pamphlet.
2. Applicability. Cite organizations which the pamphlet applies.
3. Distribution Statement. Cite distribution limitation.
4. References.
 - a. ER XX-X-X, Title
 - b. EP XX-X-XX, Title
5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination

Remaining paragraphs to follow.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

SIGNATURE BLOCK
(HQUSACE Chief of Staff)

Figure D-4b. Sample format of a basic new pamphlet without
table of contents and without appendix(es)

OM 25-1-51
30 Jun 99

CEXX-X	DEPARTMENT OF THE ARMY U.S. Army Corps of Engineers Washington, DC 20314-1000	EP XX-X-3
Pamphlet No. XX-X-3		Date (right flush with pub no.)

Series Title (Initial Cap)
PAMPHLET TITLE (ALL CAPS)

TABLE OF CONTENTS

	<u>Paragraph</u>	<u>Page</u>
Chapter 1. Title		
Purpose	1-1	1-1
Applicability	1-2	1-1
Distribution Statement	1-3	1-1
References	1-4	1-1
Chapter 2. Title		
Applicable paragraph titles	2-1	2-1
Remaining chapters to follow		
Appendix A - Title		A-1
Remaining appendices to follow		
Glossary		Glossary-1

Figure D-4c. Sample format of a “complex” new pamphlet with
table of contents, appendix(es), and glossary

CHAPTER 1

Title

- 1-1. Purpose. Cite purpose of pamphlet.
- 1-2. Applicability. Cite organizations which the pamphlet applies.
- 1-3. Distribution Statement. Cite distribution limitation.
- 1-4. References. If more than 20, cite one of the following statements: ~~A~~Required and related references are at Appendix A@, or ~~A~~References are at Appendix A@.
- 1-5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination
- 1-6. Next Main Paragraph Title.
- 1-7. Next Main Paragraph Title.
- 1-8. Next Main Paragraph Title.

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30 Jun 99

EP XX-X-3
Date

1-9. Next Main Paragraph Title.

Remaining paragraphs to follow.

1-2

Figure D-4c (continued)

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OM 25-1-51
30 Jun 99

EP XX-X-3
Date

CHAPTER 2

Title

2-1. Main Paragraph Title.

a. Subparagraph title (if applicable)

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

X Appendix(es)
(See Table of Contents)

SIGNATURE BLOCK
(HQUSACE Chief of Staff)

2-1

Figure D-4c (continued)

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OM 25-1-51
30 Jun 99

EP XX-X-3
Date

APPENDIX A

Title

A-1

Figure D-4c (continued)

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OM 25-1-51
30 Jun 99

EP XX-X-3
Date

GLOSSARY

Terms and Abbreviations

Glossary-1

Figure D-4c (continued)

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OM 25-1-51
30 Jun 99

EP XX-X-4
Date

FOREWORD

Type foreword message here.

SIGNATURE BLOCK
(HQUSACE Chief of Staff)

Type distribution statement here

Supersession statement

Figure D-4d. Sample format of a revised pamphlet using a Foreword as the signature page

OM 25-1-51
30 Jun 99

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

EM XX-X-1

CEXX-X

Manual
No. XX-X-1

Date
(right flush
with pub no.)

Series Title (Initial Cap)
MANUAL (ALL CAPS)

1. Purpose. Cite purpose of manual.
2. Applicability. Cite organizations which the manual applies.
3. Distribution Statement. Cite distribution limitation.
4. Discussion.(or other applicable paragraph title). Begin main statement here.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

X Appendix(es)
(See Table of Contents)

SIGNATURE BLOCK
(HQUSACE Chief of Staff)

Figure D-5a. Sample format of a new manual with
signature/summary page prefacing the manual

OM 25-1-51
30 Jun 99

CEXX-X

Manual
No. XX-X-1

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

EM XX-X-1

Date
(right flush
with pub no.)

Series Title (Initial Cap)
MANUAL TITLE (ALL CAPS)

TABLE OF CONTENTS

	<u>Paragraph</u>	<u>Page</u>
Chapter 1. Title		
Purpose	1-1	1-1
Applicability	1-2	1-1
Distribution Statement	1-3	1-1
References	1-4	1-1
Chapter 2. Title		
Applicable paragraph titles	2-1	2-1
Remaining chapters to follow		
Appendix A - Title		A-1
Remaining appendices to follow		
Glossary		Glossary-1

CHAPTER 1

Title

- 1-1. Purpose. Cite purpose of manual.
- 1-2. Applicability. Cite organizations which the manual applies.
- 1-3. Distribution Statement. Cite distribution limitation.
- 1-4. References. If more than 20, cite one of the following statements: ~~A~~Required and related references are at Appendix A@, or ~~A~~References are at Appendix A@.
- 1-5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination
- 1-6. Next Main Paragraph Title.
- 1-7. Next Main Paragraph Title.
- 1-8. Next Main Paragraph Title.

OM 25-1-51
30 Jun 99

EM XX-X-1
Date

1-9. Next Main Paragraph Title.

Remaining paragraphs to follow.

1-2

Figure D-5a (continued)

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CHAPTER 2

Title

2-1. Main Paragraph Title.

a. Subparagraph title (if applicable)

2-1

Figure D-5a (continued)

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OM 25-1-51
30 Jun 99

EM XX-X-1
Date

APPENDIX A

Title

A-1

Figure D-5a (continued)

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OM 25-1-51
30 Jun 99

EM XX-X-1
Date

GLOSSARY

Terms and Abbreviations

Glossary-1

Figure D-5a (continued)

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OM 25-1-51
30 Jun 99

CEXX-X

Manual
No. XX-X-2

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

EM XX-X-2

Date
(right flush
with pub no.)

Series Title (Initial Cap)
MANUAL TITLE (ALL CAPS)

1. Purpose. Cite purpose of manual.
2. Applicability. Cite organizations which the manual applies.
3. Distribution Statement. Cite distribution limitation.
4. Discussion.(or other applicable paragraph title). Begin main statement here.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

SIGNATURE BLOCK
(HQUSACE Chief of Staff)

Figure D-5b. Sample format of a new manual using the decimal point
system of paragraphing

OM 25-1-51
30 Jun 99

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

EM XX-X-2

CEXX-X

Manual
No. XX-X-2

Date
(right flush
with pub no.)

Series Title (Initial Cap)
MANUAL (ALL CAPS)

TABLE OF CONTENTS

	<u>Paragraph</u>	<u>Page</u>
Chapter 1. Title		
Purpose	1.1	1-1
Applicability	1.2	1-1
Distribution Statement	1.3	1-1
References	1.4	1-1
Chapter 2. Title		
Applicable paragraph titles	2.1	2-1
Remaining chapters to follow		

OM 25-1-51
30 Jun 99

EM XX-X-2
Date

CHAPTER 1

Title

- 1.1 Purpose. Cite purpose of manual.
- 1.2 Applicability. Cite organizations the manual applies.
- 1.3 Distribution Statement. Cite distribution limitation.
- 1.4 References.
 - 1.4.1 ER XX-X-X
 - 1.4.2 EP XX-X-X
- 1.5 Main Paragraph Title.
 - 1.5.1
 - 1.5.1.1
 - 1.5.1.2
- 1.6 Next Main Paragraph Title.

1.1

Figure D-5b (continued)

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OM 25-1-51
30 Jun 99

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ETL XX-X-1

CEXX-X

Technical Letter
No. XX-X-1

Date
(right flush
with pub no.)

EXPIRATION DATE (ALL CAPS)
Series Title (Initial Cap)
TECHNICAL LETTER TITLE (ALL CAPS)

1. Purpose. Cite purpose of letter.
2. Applicability. Cite organizations which the letter applies.
3. Distribution Statement. Cite distribution limitation.
4. References. (If required).
5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination

Remaining paragraphs to follow.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

SIGNATURE BLOCK
(Division Chief)

Figure D-6a. Sample format of a technical letter without appendix(es)

OM 25-1-51
30 Jun 99

CEXX-X

Technical Letter
No. XX-X-2

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ETL XX-X-2

Date
(right flush
with pub no.)

EXPIRATION DATE (ALL CAPS)
Series Title (Initial Cap)
TECHNICAL LETTER TITLE (ALL CAPS)

1. Purpose. Cite purpose of letter.
2. Applicability. Cite organizations which the letter applies.
3. Distribution Statement. Cite distribution limitation.
4. References. (If required).
5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination

Remaining paragraphs to follow.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

X Appendix(es)
List each appendix and title

SIGNATURE BLOCK
(Division Chief)

Figure D-6b. Sample format of a technical letter with appendix(es)

OM 25-1-51
30 Jun 99

ETL XX-X-2
Date

APPENDIX A

Title

A-1

Figure D-6b (continued)

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CEXX-X

Regulation

No. XX-X-5

DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers

Washington, DC 20314-1000

OM 25-1-51

30 Jun 99

ER XX-X-5

Change 1

Date

(right flush

with pub no.)

Series Title (Initial Cap)

REGULATION TITLE (ALL CAPS)

1. This Change 1 to ER XX-X-5, date, revises/adds/deletes (state summary of change).
2. The changed information is annotated as follows:

Chapter	Page(s)	Paragraph(s)
2	2-4	2-6
5	5-2 & 5-3	5-5, 5-11 & 5-13

3. New or revised information should be annotated in italic. Deletions should be annotated by lining through the old information.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

SIGNATURE BLOCK
(HQUSACE Chief of Staff)

Figure D-7. Sample format summary/signature page of a change

CEXX-X

Date

Errata Sheet

(USE ONLY FOR MINOR CORRECTIONS OF PUBLISHED DOCUMENTS)

No. 1

Series Title

Publication Title

Publication Number

Date of Publication

State nature of minor error(s)/omission. Sample explanation (hypothetical):

Page X-X, paragraph Y-Y: First sentence should read as follows: There are 500 publications in the company's library, 475 of which are available online.

Figure D-8. Sample format of an errata sheet